

**26<sup>TH</sup> JUDICIAL DISTRICT**  
**COURT OPERATIONS QUICK REFERENCE CHART**  
*effective August 16, 2021*

<p><b>CLERK OF SUPERIOR COURT- CIVIL</b></p>	<ul style="list-style-type: none"> <li>• The Civil Division of the Clerk’s Office is open to the public from 9:00AM to 5:00PM.</li> <li>• Access to public records is available from 9:00AM to 5:00PM, Monday through Friday, by appointment only.</li> <li>• To access Civil files by appointment or submit a copy request, email <a href="mailto:Mecklenburg.Civil@nccourts.org">Mecklenburg.Civil@nccourts.org</a>.</li> <li>• Attorneys and litigants are encouraged to submit filings by mail to the greatest extent possible. Filings are to be mailed to:  Clerk of Superior Court  Mecklenburg County Courthouse  P.O. Box 37971  Charlotte, NC 28237-7971</li> <li>• A secure receptacle is available to accept payments and civil filings. All persons on courthouse premises seeking to file legal documents are encouraged to submit their filings using the secure receptacle.</li> <li>• Only payments made by certified funds, money orders or law firm checks issued on North Carolina trust accounts may be deposited in the receptacle. No cash payments will be accepted.</li> <li>• The secure receptacle is located at the reception-desk inside the McDowell and Fourth Street entrance on the first floor of the courthouse. Filing is available at this receptacle from 8:00AM to 5:00PM. Items (with the exception of Estate and Special Proceedings filings) placed in the receptacle by 4:00PM will be file-stamped and processed the same day. Copies will be mailed back the next business day. To ensure next business day mailing, please include a self-addressed, pre-paid envelope. Same day pick up of items deposited in the receptacle is not available.</li> </ul>
<p><b>CLERK OF SUPERIOR COURT- CRIMINAL</b></p>	<ul style="list-style-type: none"> <li>• The Criminal Division of the Clerk’s Office is open to the public from 9:00AM to 5:00PM.</li> <li>• Access to public records is available from 9:00AM to 5:00PM, Monday through Friday, by appointment only.</li> <li>• To access Criminal files by appointment, email <a href="mailto:Mecklenburg.Criminal@nccourts.org">Mecklenburg.Criminal@nccourts.org</a></li> </ul>

<p><b>CLERK OF SUPERIOR COURT-ESTATES</b></p>	<ul style="list-style-type: none"> <li>• In order to limit face-to-face interactions between the public and staff, customer assistance is provided using technology to the greatest extent possible. Virtual and telephone conferencing, email transmissions, and WebEx tutorials are methods being employed to deliver customer service.</li> <li>• Clerk staff monitor and respond to telephone calls and emails daily. The Estates phone line is 704-686-0460. Estates questions may be emailed to: <a href="mailto:Mecklenburg.Estates@nccourts.org">Mecklenburg.Estates@nccourts.org</a>.</li> <li>• Access to public records is available from 9:00AM to 5:00PM, Monday through Friday, by appointment only.</li> <li>• To access Estate files by appointment, go to: <a href="#">Estates Division Bookings calendar</a></li> <li>• Persons filing Estate documents are encouraged to mail or deposit documents in the first floor secure receptable or deposit documents in the drop box located in the Clerk of Court – Estates and Special Proceedings Suite 3720 on the third floor of the Mecklenburg County Courthouse. The drop box is available from 9:00AM to 5:00PM, Monday through Friday. Estate documents will be processed as expeditiously as possible but will not be file stamped the same day as they are dropped off.</li> </ul>
<p><b>CLERK OF SUPERIOR COURT-INCOMPETENCY, GUARDIANSHIP &amp; FORECLOSURE MATTERS</b></p>	<ul style="list-style-type: none"> <li>• Will be presumptively scheduled for hearing on the WebEx platform unless one or both parties object to a remote hearing.</li> <li>• Limited in-person hearings will be scheduled in the discretion of the Judicial Hearing Officer.</li> </ul>
<p><b>CLERK OF SUPERIOR COURT-SPECIAL PROCEEDINGS</b></p>	<ul style="list-style-type: none"> <li>• Persons filing documents are encouraged to submit documents in the secure receptacle (i.e., motor vehicle liens, name changes, guardian ad litem appointments).</li> <li>• Upset bids must be made in-person at the customer service window located in the Clerk of Court – Estates and Special Proceedings Suite 3720 on the third floor of the Mecklenburg County Courthouse. The customer service window is open from 9:00AM to 5:00PM, Monday through Friday. In-person bidding is necessary to ensure that upset bidders are placing bids that are both accurate and timely. Upset bids will not be accepted by mail.</li> </ul>
<p><b>CHILD SUPPORT ENFORCEMENT COURT (Courtroom 8110)</b></p>	<ul style="list-style-type: none"> <li>• All actions for establishment or modification of child support brought by or through Mecklenburg County Child Support Enforcement (CSE) will be scheduled for a remote hearing.</li> <li>• CSE Contempt matters may be scheduled for in-person hearings on the 1<sup>st</sup> and 2<sup>nd</sup> Thursdays of the month and for the morning session on the 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of the month. Modification and Establishment cases which cannot be held remotely may be scheduled for in-person hearings during the afternoon sessions on the 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of each month.</li> </ul>

<p><b>CIVIL DISTRICT COURT- GENERAL</b> (Courtroom 6330)</p>	<ul style="list-style-type: none"> <li>• All actions, excluding those in which the right of a contemnor to confront witnesses or be present is implicated, will be scheduled for a remote hearing.</li> <li>• All summary ejection appeals will be scheduled for remote hearing using the Webex platform. Litigants will receive individual invitations for a time-specific hearing.</li> <li>• N.C.G.S. Chapter 50C return hearings will be scheduled for remote hearing on the Webex platform using the following link: <a href="https://nccourtrs.webex.com/meet/meckcr6330.sh">https://nccourtrs.webex.com/meet/meckcr6330.sh</a></li> </ul>
<p><b>CIVIL SUPERIOR COURT</b> (Courtroom 6310)</p>	<ul style="list-style-type: none"> <li>• Only courtroom 6310 (civil motions) will operate on Monday through Thursday via remote hearings, unless an exemption is granted, using the following link: <a href="https://nccourts.webex.com/meet/meckcr6310.sh">https://nccourts.webex.com/meet/meckcr6310.sh</a></li> </ul>
<p><b>TRAFFIC COURT &amp; MISD. PROBATION VIOLATIONS</b> (Courtrooms 1130 and 4170)</p>	<ul style="list-style-type: none"> <li>• All traffic court proceedings are suspended.</li> <li>• Misdemeanor probation violations are suspended.</li> </ul>
<p><b>CRIMINAL DISTRICT COURT</b> (Courtrooms 4150, 4310, and 1150)</p>	<ul style="list-style-type: none"> <li>• All first appearance hearings for <i>in-custody defendants</i> will be conducted remotely at 9:00AM on the Webex platform using: <a href="https://nccourts.webex.meet/MeckWebA.sh">https://nccourts.webex.meet/MeckWebA.sh</a></li> <li>• The presiding judge will conduct the hearings in courtroom 4150.</li> <li>• Victims and family members may participate in the remote first appearance hearings using the MeckWebA link.</li> <li>• Defendants who have been released from custody prior to the scheduled First Appearance hearing do not need to appear in court or on Webex. Defense counsel will be assigned, and a court date will be communicated by mail and can be obtained by calling the Public Defender Office or the Clerk of Superior Court.</li> <li>• All in-person criminal arraignments and trials scheduled in courtroom 4310 are suspended.</li> <li>• All remote and in-person sessions in courtroom 4170 are suspended.</li> <li>• Felony bond hearings and probable cause hearings will be held at 9:00AM in courtroom 1150. Defendants may waive their appearance in consultation with counsel.</li> </ul>
<p><b>CRIMINAL SUPERIOR COURT</b> (Courtrooms 5310, 5350 and 5370)</p>	<ul style="list-style-type: none"> <li>• Courtroom 5310 (criminal administrative court) will operate. Arraignments will be held on Monday through Thursday.</li> <li>• Administrative settings for homicide cases will continue to be heard on Thursdays during the felony crime and habitual felon team weeks. Bond hearings will be scheduled for Fridays.</li> <li>• Probation Probable Cause Hearings will be held on Mondays only in courtroom 5350.</li> <li>• Courtroom 5370 (criminal trials) will operate.</li> </ul>

**DOMESTIC COURT  
(INCLUDING  
DIVORCES)**

(Courtrooms 6350,  
8100, 8130, 8150,  
8170, 8300, 8310)

- All Domestic Court hearings, except those in which the right of a contemnor to confront witnesses or be present is implicated by the proceeding, will be scheduled for a remote hearing
- Domestic Court matters that cannot be heard remotely may be scheduled for in-person hearings in accordance with the structure set forth below.

	Virtual	In Person	In Person	Virtual	Virtual
	M	T	W	Th	F
<b>Week 1</b>	(AM) Motions (staggered throughout the morning)  (PM) Temporary Child Support and PSS (by Affidavit or Judge may grant hearing)	Contempts (14 staggered throughout the day)	9:00 Pretrials (always VIRTUAL) 9:30 Clean Up (always VIRTUAL) followed by Trials (in person option)	Staggered Calendar Calls and Trials	Staggered Calendar Calls and Trials
<b>Week 2</b>	Trials	Pro Se Day (14 staggered throughout the day)  (Pro Se Trials, Motions, and Contempts)	Pro Se morning (6 staggered throughout the morning) (Pro Se Trials or Motions) (No contempts)  (Attorney) Trials PM (in person option)	Trials	Trials
<b>Week 3</b>	Trials	Trials (in person option)	Trials (in person option)	Trials	Trials

<p><b>DOMESTIC VIOLENCE COURT- CIVIL</b> (Courtrooms 4110 and 4130)</p>	<ul style="list-style-type: none"> <li>• Will be presumptively scheduled for hearing on the WebEx platform unless one or both parties object to a remote hearing.</li> <li>• Remote hearings will be scheduled each day in four 90-minute blocks, beginning at 9:00AM, using the Webex link: <a href="https://nccourts.webex.meet/MeckCR4130.sh">https://nccourts.webex.meet/MeckCR4130.sh</a></li> <li>• The Clerk of Superior Court will schedule five return hearings in each of three 90-minute blocks of time for a total of 15 remote return hearings each day.</li> <li>• The Clerk of Superior Court will maintain a cap of 15 virtual return hearing cases per day (five cases in each of the three 90-minute blocks). Cases that exceed the daily cap or which must be scheduled for in-person hearing will be set for in-person hearings in courtroom 4110.</li> </ul> <p>EX-PARTE FILING AND SCHEDULING</p> <ul style="list-style-type: none"> <li>• Safe Alliance assisted complaints seeking Ex-Parte relief will be scheduled for virtual hearing on the WebEx Platform using the link for courtroom 4130.</li> <li>• All virtual Ex-Parte hearings will be scheduled for hearing during a 60-minute block of time Monday through Friday beginning at 1:30pm.</li> </ul> <p>RETURN HEARING SCHEDULING</p> <ul style="list-style-type: none"> <li>• Return hearings will be scheduled for remote hearing. Upon the objection of one or both parties to a remote hearing, the matter will be scheduled for in-person hearing in courtroom 4110.</li> </ul>
<p><b>IVC HEARINGS</b></p>	<ul style="list-style-type: none"> <li>• Involuntary civil commitments before magistrates will be held in courtroom 5150 Monday through Friday.</li> <li>• Involuntary commitment hearings before the district court will be conducted remotely on the Webex platform.</li> </ul>
<p><b>JURY DUTY</b></p>	<ul style="list-style-type: none"> <li>• All grand jury proceedings will continue as scheduled.</li> <li>• Jurors summoned to appear after August 13, 2021 should follow their reporting time and instructions listed on their jury summons.</li> </ul>
<p><b>JUVENILE—A/N/D COURT</b> (Courtrooms 8330, 8350, 8370, 8390)</p>	<ul style="list-style-type: none"> <li>• All abuse neglect and dependency hearings, except for termination of parental rights, adjudication, and disposition hearings, will be scheduled for a remote hearing.</li> <li>• Matters that cannot be heard remotely may be scheduled for the designated in-person hearing day for each geo-district.</li> </ul>

<p><b>JUVENILE-DELINQUENCY COURT</b> (Courtrooms 8330, 8350, 8370, 8390)</p>	<ul style="list-style-type: none"> <li>• Secure custody review hearings and first appearance hearings will be scheduled as remote hearings and should not be continued except for good cause.</li> <li>• Return Indictment hearings for juveniles who are detained shall be scheduled for remote hearing and return indictment hearings for out-of-custody juveniles may be scheduled remotely in the discretion of the presiding judge.</li> <li>• Juvenile delinquency adjudication, disposition and review hearings may be scheduled as remote hearings with the consent of the juvenile and parent(s)/guardian(s) provided on the record as a knowing and voluntary waiver of the right to be present for an in-person proceeding.</li> <li>• Delinquency matters may be scheduled for in-person hearings on Mondays and Thursdays.</li> </ul>
<p><b>SMALL CLAIMS COURT</b> (Courtrooms 2310, 2330, 2350 &amp; 2370)</p>	<ul style="list-style-type: none"> <li>• Small claims proceedings, including summary ejectments and money owed cases, will be scheduled for in-person hearings. The numbers of cases scheduled per session will be capped to ensure adherence to courtroom occupancy.</li> </ul>
<p><b>WEDDINGS</b></p>	<ul style="list-style-type: none"> <li>• Weddings will be conducted by appointment only, Monday through Friday, from 2:00 until 4:00PM at the Mecklenburg County Courthouse. Appointments must be made via email to: <a href="mailto:MecklenburgMagistrate.Weddings@nccourts.org">MecklenburgMagistrate.Weddings@nccourts.org</a></li> </ul>